Equality, Diversity and Inclusion Action Plan
Update - May 2023
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Five commitments progress

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In Place2Be we use an analogy to help bring Equality, Diversity and Inclusion (EDI) to life.

Equality means everyone is invited to the table

Diversity is seen, heard and recognised at the table

Inclusion means everyone gets a voice at the table
Our commitments

1. Our Practice
   ensure our direct work in schools is accessible and delivers impact to the full school community

2. An inclusive and diverse mental health workforce
   promote the value of a diverse workforce and ensure that our training programmes are accessible to all

3. Our people
   create an inclusive workplace to attract, retain and develop a talented team from all backgrounds and cultures

4. Learning
   ensure our direct work in schools is accessible and delivers impact to the full school community

5. Communication
   consistently demonstrate our commitment to inclusivity in our communications, both internally and externally
Since the last update we’ve achieved

1. **Our Practice**
   - our five nations and regions outlined their EDI Action Plans
   - delivery of awareness training for staff in regions and nations covering neurodiversity, ADS and ADHD
   - 98% of Scotland staff have completed LGBTQIA+ training
   - took part in ‘Come as you are’ campaign, creating LGBTQIA+ safe spaces
   - increased engagement with Asian and Asian British children and young people in London East and East Kent & Medway Areas
   - across Kent, male engagement with Place2Talk has risen by up to 10%, following targeted engagement
   - room resources EDI list has been rolled out to all existing, and new, partner schools in North of England
   - cultural learning for London & West teams to help understanding of local community needs
   - EDI focus in team meetings for Midlands & Wales staff included discussion of the diversity wheel
   - an all staff training day delivered for Midlands & Wales on working creatively and therapeutically with A&F in consideration of EDI needs

2. **Mental health workforce**
   - 17.8% of our zero-hours Trainer pool are from ethnically diverse backgrounds
   - 136 applications received for 10 bursaries to be offered for our Level 4 programme
   - sexual development training now live on Learning Hub
   - list of reasonable adjustments resources has been updated - now includes resources categorised by Mild, Moderate, Complex, Digital adjustments

3. **Our people**
   - 22% of our workforce are from diverse backgrounds
   - 7.5% of our workforce identify LGBTQIA+
   - 22% of our counsellors are from diverse groups
   - we now track, as part of recruitment, social mobility data

4. **Learning**
   - established a new EDI network for ethnically diverse colleagues
   - refreshed all our EDI e-Learning courses
   - established a Diversity Reading Group, first meeting in March covered neurodiversity
   - 16 colleagues completed the second programme of reciprocal mentoring
   - 10 bursaries are available for our Level 4 programme
   - 167 colleagues have completed session one and 150 colleagues have completed session two of Inclusion at work

5. **Communication**
   - New style guide for communications rolled out, promoting inclusive terminology and images to reflect representation
   - all video content for external platforms is subtitled, improving accessibility
   - Welsh language website published
   - addition of accessibility/translation ‘widget’ to Place2Be’s Children’s Mental Health Week site
Our priorities for the year ahead

1. Our Practice
   - working towards achievement of LGBT Youth Scotland Gold Chartermark (we’re currently Bronze)
   - increase ethnic diversity of our school based colleagues
   - expand the PwC racial awareness programme to more schools
   - use our data to better understand the diversity of the communities we serve

2. Mental health workforce
   - reviewing our professional qualification/development curricula
   - installing hearing loops in all training rooms
   - updating of training PowerPoints to ensure presentations are in accessible colour themes and layouts and include imagery to reflect diversity of our communities

3. Our people
   - reviewing our job adverts to ensure they’re inclusive and attract a diverse talent pool
   - reaching 0% no data for EDI reporting on Cascade (our people system)
   - asking all our colleagues to update their social mobility questions in Cascade
   - developing our LGBTQIA+ and menopause policies, and ensuring all our people policies reflect EDI best practice

4. Learning
   - Pulse Survey to include EDI tracking question in May and October 2023
   - aim to increase our EDI networks to five by the end of the year
   - continue delivery of ‘Inclusion at work’ sessions
   - reviewing lessons learnt from reciprocal mentoring, and offer a third programme
   - extend availability of external mentoring for all staff

5. Communication
   - embracing Pride month (June 2023) with external and internal communications activities
   - adding more of our colleagues voices in our careers pages
   - offering in-school materials in 11 additional languages
   - adding an accessibility/translation ‘widget’ to our main website
## Our people

Here's data on how we track the diversity of our workforce. Note that social mobility data has just started to be captured and so this report is our baseline figure.

<table>
<thead>
<tr>
<th>% DATA</th>
<th>APRIL 2022</th>
<th>APRIL 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of diverse* colleagues</td>
<td>23%</td>
<td>22%</td>
</tr>
<tr>
<td>% of LGBTQIA+ colleagues</td>
<td>7%</td>
<td>7.5%</td>
</tr>
<tr>
<td>% of colleagues with declared disability</td>
<td>8.5%</td>
<td>7.5%</td>
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<tr>
<td>% of colleagues identified as male</td>
<td>12.5%</td>
<td>11.5%</td>
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<tr>
<td>% of social mobility records updated</td>
<td>N/A</td>
<td>20%</td>
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</table>

*diverse, for this report uses the ONS definitions and refers to all non-white colleagues.
We ask this EDI tracking question in each Pulse Survey: “People here are treated equally irrespective of ethnicity, gender, disability, age, sexual orientation or religion.”

<table>
<thead>
<tr>
<th>% DATA</th>
<th>AUTUMN '21</th>
<th>AUTUMN '22</th>
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<tbody>
<tr>
<td>% strongly agree</td>
<td>36%</td>
<td>39.5%</td>
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<tr>
<td>% agree</td>
<td>44%</td>
<td>45%</td>
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<tr>
<td>% neutral</td>
<td>14%</td>
<td>12%</td>
</tr>
<tr>
<td>% disagree</td>
<td>5.5%</td>
<td>3%</td>
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<tr>
<td>% strongly disagree</td>
<td>0%</td>
<td>0.5%</td>
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EDI Action Plan

Our five commitments progress
1. **Our Practice**

**Action 1**

<table>
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<tr>
<th>Action</th>
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<tr>
<td>Minimise barriers to accessing the Place2Be service by underrepresented communities (for example: Asian/Asian British families).</td>
<td>#1 Create a small poll for schools to better understand barriers for under-representation of Asian and Asian British students</td>
<td>#1 Findings of good practice discussed in Practice &amp; Quality (Summer 2022) and shared with Senior Management Practice team to inform regional action plans.</td>
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<td>#2 Use gender and ethnicity data from SSS to compare with DfE population to be released Autumn 2022; up-to-date analysis will be revisited by the R&amp;E Team and shared with local delivery teams to assess individual school accessibility and take-up of our service</td>
<td>#2 Findings have been analysed and will be reported to Practice &amp; Quality in January 2023</td>
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<td></td>
<td>#3 Review area Action Plan templates and include EDI related actions</td>
<td>#3 Area Action Plan templates were reviewed in March 2022, now being used, good practice to be identified and shared.</td>
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<td></td>
<td>#4 Translate relevant school materials to priority languages and use of mental health resources readily available in other languages</td>
<td>#4 To be raised at Exec, November 2022, to propose a clear organisational policy with appropriate funding to ensure all required materials are translated into most used languages.</td>
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<td>Action</td>
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<tr>
<td>#1 Review and refresh resources and equipment used in clinical practice to ensure it is culturally appropriate and inclusive.</td>
<td>#1 Review and refreshing of resources has been completed and agreed at Practice and Quality in October 2022. This will be evaluated and reported to the Practice and Quality Committee in Jan 2023.</td>
<td></td>
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<tr>
<td>#2 Pilot PwC programme underway in 10 partner schools. An evaluation strategy is in place along with proposed delivery for years two and three, with continued support from PwC.</td>
<td>#2 Programme refinements being made following phase 1 (completed October 2022) and phase 2 will be with first teachers trained in October 22 to launch groups in January 2023 with delivery in 10 x partner schools across Scotland and England.</td>
<td></td>
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<tr>
<td>#3 Develop an anti-racism webinar for schools for teachers and support staff.</td>
<td>#3 This was tested and promoted through the Place2Be staffroom in 2022, with attendance of 40 members to date. Two webinars have been delivered exclusively for staffroom on 'conversations about race'. A review of take-up and content to be undertaken and next steps agreed twice a year.</td>
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## 2. Mental health workforce

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| To enhance the theoretical knowledge base by diversifying current curricula. | **#1** Review of Postgraduate Diploma, content and delivery team for both years.  
**#2** Project Management in place for prioritising and keeping teams on track for ED&I content review of Level 2, Level 3 and Staff and CoP Training. | **#1** The March 2023 UEL Collaborative Partnership Review team specifically commended the Postgraduate Diploma content and delivery in relation to diversity. The Panel commended the partner’s awareness of EDI issues in the sector and the positive initiatives to address this.  
Project team are focusing on two strands  
1) Structural Development  
Teaching pool  
Application formats  
Understanding the part that diversity plays in group dynamics  
2) Content development across all programmes and trainings  
In-the-room group contracting  
Diversification of imagery, language, & videos (by Sept 23)  
Diversification of reading lists (Autumn term 2023)  
**#2** Level 2 review started with introductory programme for bursary applicants, Level 2 to be continued and Level 3 to be completed when new Programme Lead is in post from June 2023 |
# 2. Mental health workforce

## Action 2

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<tr>
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<tr>
<td>Increase diversity in the trainer pool.</td>
<td>#1 Reduce barriers to joining by simplifying the recruitment process.</td>
<td>#1 Zero Hours Trainer pool is up from 16.1% to 17.8% from ethnically diverse backgrounds. (13/73 this quarter vs. 11/68 last quarter).</td>
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<td>#2 Specifically target potential trainers in the existing school-based workforce.</td>
<td>#2 We have a list of School Based Staff who have either been approached, or who have come forward to express interest in joining the trainer pool in the next round. We have been explicit about the need for more diverse voices in the pool.</td>
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## 2. Mental health workforce

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<tr>
<td>Lead thinking across Mental Health profession on EDI.</td>
<td>#1 Chair and work with the coalition of mental health sector training providers, accreditation providers, and membership bodies.</td>
<td>#1 The Toolkit sign off has been delayed until late Summer 2023. The delay is reflective of workload and finance issues in all the collaborating organisations. Writers delivering a 'how-to' workshop to Place2Be Trainers on June 18th 2023.</td>
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## Action 4

**Action**
Remove barriers to entry to the children's mental health workforce for a more diverse and representative cohort of trainee practitioners.

**How we'll do it**

1. Establish a bursary scheme with an existing funder (Wolfson).
2. Extend the bursary work to include full qualification route.

**When/Progress**

1. Building on learning from the Wolfson Bursary scheme, we advertised 10 means-tested bursaries for places on our new Level 4 Diploma in School-based Child Counselling. Of the 136 applications, 34 were shortlisted to join a multi-day introduction to counselling, at the end of which those ready to undertake the full training will be invited to interview for the 10 bursary places.

2. The recipient of the Wolfson bursary for the PG Dip is approaching the end of their programme.

We are working with the Communications team to clarify our messaging and identify marketing channels for underrepresented audiences.
### 2. Mental health workforce

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| Increase awareness of the impact on mental health for children and young people with protected characteristics. | #1 Develop specific webinar and self-directed content on the impact of protected characteristics on mental health.  
#2 Release on Place2Be Learning Hub and Counsellor on Placement Hub | #1 Sexual Development training now live on Learning Hub, Child Sexual Abuse Hive training (developed in conjunction with Safeguarding) in final review stage, going live late May/early June 2023.  
#2 In process of developing Care Experienced / Looked after Children training, for the Learning Hub, with EP’s+SG to meet LAC competencies, due to launch September 2023. |
## 2. Mental health workforce

### Action 6

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<tr>
<td><strong>To improve the general accessibility of our training courses.</strong>&lt;br&gt;AND&lt;br&gt;Improve process for offering reasonable adjustments to students with additional learning needs (ALN).</td>
<td><strong>#1 Review Reasonable adjustment flowchart so process for offering adjustments is clear and consistent for programme coordinators/managers/leads when working with students with ALN’s.</strong>&lt;br&gt;<strong>#2 Develop updated central list of reasonable adjustment resources</strong>&lt;br&gt;<strong>#3 Improve accessibility of training resources in the classroom</strong></td>
<td><strong>#1 February/March 2023: Reasonable Adjustment Flowchart has been updated and process has been shared with MHWF, with clarity around responsibility of PC/PM and panel if needed.</strong>&lt;br&gt;<strong>#2 List of reasonable adjustments resources has been updated - now includes resources categorised by Mild, Moderate, Complex, Digital adjustments. HR and EP approved</strong>&lt;br&gt;<strong>#3 The following resources are in development</strong>&lt;br&gt;• Microsoft tablets now available to use by students in training (there are 2 tablets available at reception for students to borrow if needed during training sessions for extra support)&lt;br&gt;• Updating of training PowerPoints to ensure presentations are in accessible colour themes and layouts and include imagery to reflect diversity of our communities (to be completed by December 2023)&lt;br&gt;• Hearing Loops in all training rooms (May 2023 – currently confirming HL availability in Room B)&lt;br&gt;• Ensuring all videos shared are captioned (July 2023 – in process of confirming captions with Siren Films)**</td>
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### Action 1

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| Grow a diverse and inclusive workforce. | **#1** Continue to improve our baseline of having 20% of our workforce from racial diverse groups.  
**#2** Work towards increasing our workforce across protected characteristics groups.  
**#3** Track social mobility data at recruitment application stage as well as for existing staff.  
**#4** Work towards attracting diverse students for our work experience programme.  
**#5** Continue to increase the diversity of Counsellors on Placement. | **#1** As of April 2023, 21.98% of our workforce were from diverse groups compared to 23.24% in April 2022.  
**#2** LGBTQ+ colleagues have increased to 7.52%, compared with 6.87% in April 2022.  
**#3** We now track social mobility data at recruitment stage and for existing staff and are working on timing for reporting findings. We've reminded colleagues to update their Cascade record (currently 20% of employees have done so).  
**#4** Currently advertising the summer work experience programme.  
**#5** As of April 2023, 21.74% of our counsellors were from diverse groups compared to 19.24% in April 2022. |
### 3. Our people

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| Improve the diversity of the executive and leadership teams and board of trustees. | **#1** Use inclusive and diverse initiatives at all stages of recruitment.  
  
  **#2** Report on gender and ethnicity pay gap and seek to address identified issues. | **#1** We have intentionally extended our advertisements reach, particularly on social media. Our recruitment materials now contain inclusive images as well as inclusive language. We have recently refreshed our employer brand making this more inclusive. We work with recruitment agencies who specialise in EDI recruitment.  
  
  **#2** Pay gap reporting is now established as part of our regular rhythm of reporting activity. |
### 3. Our people

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| Support career progression of staff from diverse groups. | #1 Develop and deliver career programmes targeted at promoting career development for staff from diverse groups.  
#2 Encourage sharing stories of ‘career success stories’ across Place2Be. | #1 Reciprocal mentoring programme two completed in March 2023 which saw 16 colleagues included. Feedback session and survey planned for June 2023 to identify best practice, and to prepare for programme three.  
#3 Due to other EDI initiatives this will begin from Summer 2023. |
## 3. Our people

### Action 4

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| Retain a diverse workforce. | #1 Seek to understand the demographics of our leavers through our quarterly turnover reports.  
#2 Address retention trends through staff surveys and exit interviews.  
#3 Have people policies that promote Equality, Diversity and Inclusion. | #1 Analysis from these surveys are now shared with relevant managers and targeted action plans are put in place as required.  
#2 Quarterly turnover reports are produced, and targeted action plans are being put in place to address any trend.  
#3 In addition to our EDI policy, our People Team are currently developing a LGBTQIA+ policy and will be developing our menopause policy. We also want all our people policies to reflect EDI best practice. |
## 3. Our people

### Action 5

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| Fostering a positive, open, transparent and inclusive workplace culture. | #1 Create a space within the EDI steering group to support important conversations on items around protected characteristics.  
#2 Support the creation of employee led networks based on what matters to our workforce.  
#3 Run webinars (3-4 speakers in a year to reflect protected characteristics and topics that matters most to our workforce). | #1 This will take place as a standing agenda item at the EDI steering group from May 2023.  
#2 We have three EDI Networks (LGBQTIA+, Hearing Loss and Ethnic Diversity) and we have a Neurodiverse working group. We’re creating a guide to setting up a Network to help colleagues create new ones.  
#3 Through our membership of Inclusive Employers we offer colleagues the opportunity to attend their webinars, these are running, on average, three webinars a month. |
### Action 1

**Action**

Develop cultural humility in all teams to maximise cross cultural understanding and engagement.

**How we'll do it**

1. Continue to deliver ‘Inclusion at work’ – a programme for Place2Be staff to participate and reflect, in a safe space, facilitated by PwC, includes two 90-minute sessions covering different types of bias, how colleagues might mitigate against bias and consider ways to maintain the conversation between the sessions/ Include team-based ‘Include me at work’ sessions.

2. Ensure all new starters complete the Inclusion works modules as part of their induction.

3. Develop an EDI training module as part of Place2Be’s leadership and management programme.

**When/Progress**

1. Four new sessions are being delivered throughout 2023, by April 2023, 167 colleagues had completed session one and 150 colleagues had completed session two.

2. All new starters follow Inclusion Works as part of their induction pathway on the Learning Hub.

3. This will form part of our management development programme, scoping of this is underway, we plan to launch the programme for Summer 2023.
### 4. Learning

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| Develop and maintain a strong governance and staff voice. | #1 Executive Director responsible for each commitment provides quarterly reports to the trustee.  
#2 Have an active staff forum in our school community as well as our office community.  
#3 Continue to research diverse and inclusive best practices in order to learn and embed good practice. | #1 EDI reporting is a standing agenda item at the executive meeting on a quarterly basis.  
#2 We have established a staff forum for office and school based colleagues, each is chaired by an Exec.  
#3 We’re a signed up member of Inclusive Employers the UK’s first and leading membership organisation for employers looking to build inclusive workplaces. We will use these resources, and consultancy support, to continue to embed EDI across Place2Be. |
### 5. Communication

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<tr>
<td><strong>Action 1</strong></td>
<td><strong>Use of more inclusive terminology and broader representation in communicative materials.</strong></td>
<td><strong>#1 Roll out new style guide across organisation, from May 2023.</strong>&lt;br&gt;#2 Range of LGBTQIA+ content and logo, to be promoted throughout June 2023 (Pride month).</td>
</tr>
<tr>
<td><strong>How we'll do it</strong></td>
<td><strong>#1 Review and update website content and style guide to reflect fully inclusive language and best practice.</strong>&lt;br&gt;<strong>#2 Develop content/materials to show support and solidarity with LGBTQIA+ colleagues and community, including children and young people (CYP) we support.</strong></td>
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<tr>
<td><strong>Action</strong></td>
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- #1 Roll out new style guide across organisation, from May 2023.
- #2 Range of LGBTQIA+ content and logo, to be promoted throughout June 2023 (Pride month).
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| Ensure materials are accessible to people with hearing and visual impairments | #1 Update Place2Be brand guidelines to meet the new accessibility criteria. Also update website and brochure design and copy to make content accessible in line with best practice.  
#2 Ensure all video content now carries subtitles, in line with best practice for people with hearing impairment. | #1 New brand guidelines are being applied to all new creative content.  
#2 All video content is now subtitled across all platforms. |
## 5. Communication

### Action 3

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| More inclusive and diverse visual representation of Place2Be staff and communities we support, on website and other promotional content. | #1 Recruit a broader range of staff members, across all demographics, for marketing photo shoot, video creation and other promotional content. This is particularly important in showcasing and role modeling the importance of diversity across roles – and showcasing career opportunities.  
#2 Creation of more illustrative figures for school marketing materials, to give us more flexibility to promote a broader range of diversity. | #1 Updated careers pages went live at the end of September 2022. Further staff photoshoots took place in March 2023.  
#2 ‘Staff voice’ videos, discussing their careers, are being added to the Place2Be website careers/jobs page and promoted via social feeds each month. Part of our Employer brand project promoting 'A Career with Purpose'. |
## 5. Communication

### Action 4

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| Ensure in-school service promotional materials. | **#1** Translation of in-school promotional materials and consent forms for parents - into 11 key languages, including Welsh.  
**#2** Addition of accessibility/translation ‘widget’ to Place2Be’s Children’s Mental Health Week site.  
**#3** Widget to be added to main website. | **#1** Materials to be available in 11 languages from summer 2023. Place2Be main website has a dedicated Welsh language section.  
**#2** Children’s Mental Health Week (CMHW) website from November 2022. Following successful pilot, we will be implementing this on our Parenting Smart site (June 2023).  
**#3** Widget to be added to main website from August 2023. |
EDI Action Plan
Update - May 2023